



## **Random Moment Time Study (RMTS)**

Federal Fiscal Year 2021

(October 2020 to September 2021)

### **Time Study End Date Extended**

The Independent School Districts Time Study End date that was set to initially end on Friday, December 11, 2020, has been extended through **Friday, December 18<sup>th</sup>**.

If your district is still open after December 11<sup>th</sup>, and you have a participant(s) scheduled to receive a Random Moment Time Study, please have the participant respond to their moment as they would regularly.

If your school district will be closed after December 11<sup>th</sup>, then the RMTS Contact will need to respond to these moments as paid or unpaid leave by following the guidelines below.

The RMTS Contact has the ability to identify staff who will be selected for a “moment” before the moment occurs. The RMTS Contact will need to immediately log into STAIRS and go to the “Time Study Sample” tab. Next, select the current quarter (October - December). After selecting the current quarter, select the participant(s) who will not be able to respond to their moment after December 11<sup>th</sup>. Once the participant(s) has been identified and selected, click on the “paid” or “unpaid” leave button. You should not wait for their moment to occur in order to do this. Your input will take effect immediately.

If RMTS Contacts fail to respond to the participants moments, it will affect your compliance rate. Remember, districts are expected to uphold a state-wide response rate of 85%.

If you have any questions, please email the Texas Health & Human Services Commission (HHSC) Time Study Unit at [TimeStudy@hhsc.state.tx.us](mailto:TimeStudy@hhsc.state.tx.us).